

JOB TITLE: PROJECT SPECIALIST - IIT
PAY GRADE: CL 29
LAST REVISED: 08/18/15

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under administrative direction of IIT this position is responsible for systems software efficiencies and end user integration functions for the District; District technology user processes and procedures; enhancements of applications, and project management processes and procedures throughout the district. This position will provide technology solutions to business process needs to include new solutions, creating workflow effectiveness, and efficiency enhancements for new and existing applications throughout the district using industry recognized project management processes.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Adheres to and implements project management processes and procedures providing process, communications, and information within IIT and cross-functional teams from various departments throughout the district. Creates, monitors, and reviews project plans for project team members; tracks work activities of cross-functional staff, and identifies resources, issues, risks and proposes potential solutions to issues encountered.
2. Facilitates and fosters business process analysis and integrations, conducts needs analysis and related functional requirements assessment specific to operational and administrative operations. Provides research efforts to discover best-practice solutions to streamline business processes. Researches, recommends, and implements appropriate technology solutions to support transition to new and existing business processes.
3. Provides development or enhancement of new and existing workflows, evaluates software functionality as it pertains to user processes and experiences, to improve operational efficiency and effectiveness throughout the district. Recommends and implements technology solutions, upgrades, new features or enhancements.
4. Provides analysis of relevant software usage to ensure compliance with applicable standards, regulations and mandates, as well as to maintain system of record standards and data integrity.
5. Develops reports and/or report specifications to support strategic decision-making and to measure performance of software, business practices and projects by key success measures.
6. Prepares cost/ benefit analysis and total cost of ownership projections for new and existing solutions.

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7. Recommends project prioritization using established criteria; evaluates alternatives, determines time and cost estimates, recommends optimal resources and develops project timelines; monitors progress of projects, identifies resources, scope, and/or timelines as necessary and appropriate; recommends options or resolves problems; performs post-implementation evaluation of projects and maintains project documentation.
8. Works cooperatively with all ERP\application specific experts in the review and application of business related regulations and standards. Communicates with users to determine immediate and future needs; Develops and presents plans to appropriate users and District managers. Monitors information technology solutions to meet the strategic initiatives of Sierra College.
9. Establishes or adheres to information systems guidelines by which software extensions or integration interfaces are specified, designed, coded, tested, and implemented.
10. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and processes.
11. Participates in the development of the annual budget; participates in the forecast of funds needed for projects, equipment, materials, and supplies; monitors and recommends expenditures; implements adjustments.
12. Keeps abreast of current technology and services trends and developments; attends workshops, conferences, trade shows, and seminars; assimilates and disseminates relevant technology information; researches material and information necessary to inform and provide technology recommendations.
13. Participates in systems design, selection, development and implementation tasks among district staff and project teams; writes computer programs as needed, using languages such as Structured Query Language (SQL) and Java; evaluates and modifies existing programs to meet new business requirements.
14. Participates in the development and implementation of goals and objectives as it relates to policies and priorities for assigned programs; recommends and administers policies and procedures while working with IIT staff and other divisions and departments to identify and resolve inefficiencies.
15. Provides training as needed on software features or enhancements; optimizing use of current operational services and administrative information systems.
16. Establishes and monitors systems security measures and procedures related to the functions of this position.
17. Serves on a variety of committees; prepares and presents project reports and other necessary correspondence.
18. Participates in a variety of organizational, operational, and research studies; analyzes and recommends modifications to information systems programs, policies, and procedures as appropriate.

19. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of information technology, process analysis and implementation; incorporates new developments as appropriate.
20. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Methods and techniques of project management.
Methods of management information systems development and project control.
Systems process analysis management techniques.
Operational characteristics, services and activities of information systems analysis and programming functions.
Operational characteristics of electronic data processing systems.
Principles and practices of systems analysis, design, development, implementation and maintenance.
Principles and practices of software development and administration.
Principles and practices of budget preparation and administration.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of a comprehensive software analysis program.
Establish and maintain effective working relationships with those contacted in the course of work.
Participate in the development and administration of goals, objectives, and procedures.
Prepare and administer program budgets.
Prepare clear and concise administrative and financial reports.
Perform systems analysis, design, development and implementation functions.
Develop effective system maintenance procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new and existing service delivery methods and techniques.
Analyze federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Interpret technical diagrams and process flows

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: A Bachelor's degree from an accredited college or university with major course work in management information systems, computer science, project management or a related field.

Experience: Five years of increasingly responsible systems analysis and project facilitation experience including two years of administrative responsibility.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction